



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Civil Service Commission

State Division / Office: Career Services

Location of Internship: 400 S. Pine St. Lansing, MI 48909

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters

Internship Hours Requested Per Week: 16

PREFERRED EDUCATION

Major / Minor: Computer Science, Web Development, IT

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Web design and development
- HTML coding experience
- Technical proficiencies
- Ability to quickly learn new software applications
- Project management skills
- Social media experience

Through this internship, student intern will develop or further strengthen the following competencies:

<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Career Services Web Design Intern

Intern Responsibilities / Projects:

- Updating social media accounts such as Twitter
- Develop web page for the internship program
- Redesign career services documents
- Work with team to develop career services videos

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).